WFMU: POLICIES AND ORGANIZATION
Final draft: Nov. 19th, 1987

WFMU is a non-commercial, educational radio station licensed to the trustees of Upsala College, operating in the interest of the College and the New Jersey - New York community at large. WFMU attempts to fulfill its license in several ways: by offering specific programs of educational interest; by addressing various community concerns through its programming; by stressing diversity across its programming schedule and also within specific programs; by stressing radio as a creative medium; and by broadcasting information to the general community concerning services available to them.

WFMU is funded entirely through listener contributions and, as such, has a special relationship to the people who pay the station's bills. WFMU chooses to serve a diverse group of listeners by emphasizing diversity within each program, as opposed to a reliance on numerous special interest programs ("coalition based" scheduling), which is the approach most American college and community stations choose. We attempt to broaden through exposure, and not reinforce the strict classifications of style and genre that exist in the marketing of music. In doing this, it is our hope that biases can be overcome and our listeners can expand their horizons. If we are successful in this approach, then we can provide an alternative service not only to commercial radio, but to other non-commercial stations as well.

WFMU is licensed to Upsala College, and as such, the trustees of Upsala College have final say in all matters relating to the station. The trustees have delegated the Dean of Academic Affairs to oversee the station's operations. WFMU currently has one full time Station Manager who is in charge of the station's day to day operations. The Station Manager reports directly to the Dean of Academic Affairs. The Upsala College Radio Board, a college committee consisting of two Upsala staff or faculty members also consults occasionally with the Station Manager..

Other paid employees at WFMU currently include the following part time positions:

CHIEF ENGINEER
ASSISTANT ENGINEER
MUSIC DIRECTOR
PRODUCER OF JM IN THE AM

The Station Manager is hired by the Dean, who has the authority to approve a candidate recommended by a college selection committee consisting of the outgoing Station Manager, the members of the Upsala College radio board, a WFMU board member, and the WFMU Chief Engineer.

In the event that the Station Manager is unable to perform his/her duties, or gives less than two months' notice of resignation, the WFMU Board shall recommend an Interim Station Manager to the Dean while a permanent replacement is sought by the college selection committee. All part time positions are

approved by the Station Manager, with the Dean's final approval.

STATION BOARD: ELECTIONS, RESPONSIBILITIES & POWERS:

The Station Manager, although responsible for all programming and most other station decisions, receives recommendations from a station board, consisting of five WFMU staff members and one alternate. Board members serve on a voluntary basis for a period of one year, from July 1st to June 30th.

Elections take place at the last staff meeting in June, with terms beginning the following July 1st. During the second to last staff meeting of the fiscal year, the Station Manager will provide a description of the board's duties and powers. Beginning at that time, and continuing until the last staff meeting in June, any staff member, defined as any person with a regular station duty, may nominate themselves or any other staff members by writing their name on a nomination sheet on the bulletin board. Staff members may nominate more than one person. Nominations are closed at the last staff meeting in June, and voting is then opened for one week.

Each staff member may vote once, for as many or as few of the nominees as they feel are qualified to serve. At the end of one week, the four staff members with the most votes (approvals), are offered a seat on the board. The currently enrolled student with the most approvals will have one seat. If a currently enrolled student is not nominated, the fifth seat will go to the staff member with the fifth most approvals.

In the event of a tie, if two are tied for spots #5 and #6, both would serve, and board membership would increase to six. If a three way tie takes place, a runoff election will take place, again employing approval voting. The names of the new board member's names will be posted on the bulletin board, along with the name of one alternate, who will take over any resigned seat. The alternate is not obligated to attend board meetings, but may act as a voting board member in the absence of a regular member.

The Board's powers & duties are as follows:

> The Board will recommend, by majority vote, a station budget at the first meeting of each term, and will approve individual capital purchases greater than $400. The board may also make recommendations concerning the manner in which any regular, approved budget items are handled.
>
> The board may make recommendations in the programming schedule before it is posted at the beginning of each academic semester. Ultimately, Upsala College holds the Station Manager responsible for all decisions involving WFMU. The degree to which Board recommendations affect the Station Manager will therefore change according to the nature of the decision and to the individual holding that position. The tradition as established is that the Board's majority vote in an aesthetic decision is considered a strong statement, but for policy matters, a board vote of

four out of five is required to make an equally strong recommendation.

The board will act as an appeal board in the event of any suspensions, dismissals, or scheduling changes or other staff grievances. If a staff member desires such a hearing, he/she must request it within one week of being informed of the action in question. The hearing will then take place at the next regularly scheduled board meeting. At the hearing, the person requesting the hearing will have fifteen minutes to present his/her case, the Station Manager will then have ten minutes to respond, the board will then have a ten minute period for questioning either the "defendant" or the Station Manager, and then both the Station Manager and the "defendant" will leave the room for the board to discuss and vote. The entire hearing will not exceed forty-five minutes. The board's vote will then be taken as a recommendation to the Station Manager. The strength of the Board's recommendation is described above. If a board member is involved in a grievance, he/she will be disqualified as a board member for the duration of the hearing. In this case, the alternate will take over the fifth seat as a voting board member for the hearing.

Board members have the responsibility of introducing prospective staff members to the station on a one to one basis. This includes showing them the production room and how to make an audition tape.

People auditioning to do either substitute or regular shifts must be approved by both a majority of the board and the Station Manager. Current staff members, excluding those who are on first semester "probation", may be reviewed by the Board but not voted on.

If Board members miss more than three meetings in a row or more than four meetings in any six month period, they will be disqualified from the board and the alternate will take over their seat.

THE AUDITION PROCESS & SCHEDULING :

Programs are granted to private individuals only. A program will not be granted to an organization or institution. A program may be granted to an individual if he or she happens to be a representative of an organization which pertains to the content of the program, but this situation must be approved by a majority of the board.

Prospective staff members must either be members of the Upsala College community or there must be reason to believe that the person would produce a program of educational value or of value to the community.

The Station Manager will decide, based on interviews, who may audition for a program. Currently enrolled students have priority

for entering the audition process as well as for inclusion on the schedule. If approved for auditioning, a prospective substitute will be paired up with a board member who will introduce the person to the station, show them the production room, and train them to make an audition tape. Audition tapes are passed among the board and Station Manager. After all have heard the tape and made written comments on it, a second tape may be made. If, after three tapes, the prospective substitute is still not deemed ready to do air shifts, he/she must take six months off before starting the procedure over. Any time a majority of the board and the Station Manager feel that somebody is ready to do air shifts, the Station Manager will arrange a time to train him/her in the studio.

The first substitute shifts a person does are generally between the hours of Midnight and seven AM. The first sub shift does not have to be taped, but all subsequent ones do. Parts of these tapes are submitted, upon the Station Manager or Board Member's request, as demo tapes. If the sub is then approved by a majority of the board and the Station Manager, he/she may fill out a slot preference form at the beginning of a new scheduling period.

People who were previously staff members but who have not done a program for one year must submit a new audition tape, which will be subject to the approval of a majority of the Board and the Station Manager. Previous staff members who have remained active substitutes may record a sub shift to submit as an audition tape for a regular shift.

Upon receiving slot preference forms from staff members, the Station Manager will form a weekly schedule based on staff members' competence and availability. A meeting will take place eight to nine days before the schedule takes effect at which time board members will approve or recommend changes in the schedule.

Programs are granted for only one semester at a time. There is no such thing as tenure, and from time to time, in the interest of keeping the schedule varied and flexible, programs will not be renewed or may be relocated to other time slots. Programs may also not be renewed for a variety of aesthetic reasons, and/or policy reasons.

STAFF REQUIREMENTS AND POLICIES :

All people with regular air slots are required to involve themselves in some aspect of the station outside of their airshift.

Staff members are also required to:

> Put in at least two hours of pre- or post-marathon volunteer work.

> Put in extra time volunteering during the marathon, in addition to doing their slots and MC shifts.

> Read everything posted on the staff bulletin board, and be aware of changes in station policy.

(MORE)

> Attend staff meetings.

> Do at least 80% of their programs each semester. In cases of illness or extended vacations this requirement will be waived. If a staff member is going to miss three consecutive programs or more, they must discuss possible subs with the Station Manager BEFORE an arrangement is finalized.

Things staff members must NOT do, or they may be dismissed:

ON AIR NO-NO's:

> Insult the public, either as a whole or as a part, or engage in a personal attack on somebody, including other staff members or listeners. This includes slurs on ethnic or other groups as well as individuals outside of the public eye. Satire is not a legitimate defense if the satire was degrading to a group or class of people. It is acceptable to criticize a public personality, as long as it is not done in a libelous manner.

> Libel someone or some organization. This means presenting false or misleading information that may be damaging to their reputation.

> Play or speak obscene or lewd material. DJ's are expected to audition material that may contain obscenities. For more details, consult the obscenity policy (addendum).

> Use the EBS test in any way but the officially sanctioned, legal fashion.

> Do or say anything on the air that may POTENTIALLY benefit you financially, or benefit your professional reputation. For more details, consult the conflict of interest policy (addendum).

> Give up part of their program to a non-staff member without the prior authorization of the Station Manager, or allow any non-staff member to look around the library or operate the equipment in the studio or production room. It is not necessary to clear non-regular on-air guests with the Station Manager. During such programs, it is expected that staff members will retain control of the program and that their on-air experience will add to the program. If a staff member wants to incorporate a co-host into their program on a regular basis, they must first submit a co-hosted audition tape to the Board for approval.

> Insult or misidentify Upsala College or the Upsala College community on the air.

> Put people on the air, by telephone or otherwise, without

their knowledge and consent.

OFF AIR NO-NO's:

> Bring drugs or alcohol onto station premises or do a show under the influence of either.

> Accept or offer financial or other favors in exchange for anything that is related to your program or WFMU.

> Borrow or steal records or equipment from the station for any period of time whatsoever, or intentionally damage or destroy records or equipment.

> Make personal long distance phone calls from the station.

> Miss a program without arranging for a substitute or be habitually late.

AMENDMENTS TO THIS DOCUMENT:

This constitution must be approved initially by a two thirds majority of all regular, voting staff members. Proposed amendments or deletions must be posted on the bulletin board at least one month prior to the board meeting which they will be voted on. The board must then approve of any changes by a vote of four out of five. At the request of any board member, an amendment or deletion will go before the staff for approval by a two thirds majority, in which case the staff vote supercedes the board vote. This request may come before or immediately after a board vote.

ADDENDUM:

CONFLICT OF INTEREST POLICY:

Staff members must not "Do or say anything on the air that may potentially benefit them financially, or benefit their professional reputation."

EXPLANATION: The word "professional" here refers to activities which offer a staff member a regular source of income. But the key word in the policy is "potential". This means that if you COULD benefit from the sale of a product or the attendance at an event, you may not urge the public to buy the product or attend the event, or even mention it in a promotional way. In addition, staff members may not urge other staff members to promote products or events that they have a professional interest in.

Staff members may, however, present recorded material or make announcements that they have a professional interest in if:

1) The announcement or recording is merely one element in a larger, regular program or feature.
2) The item is not highlighted or emphasized over other items.
3) It is not mentioned or presented in a promotional way.

For example, if a DJ who has an opera program on FMU also gives lectures about opera for pay, he may announce his own lectures only if they are part of a regular program feature which mentions many opera-related events. Remember that it is possible for the frequency of such announcements or recordings to increase to such a point that their presence DOES imply a conflict of interest. Also, if a program feature is MANUFACTURED for the purpose of including specific recordings or announcements, this constitutes conflict of interest. For example, if our opera lover only gives out a list of opera events when he has a lecture to give, this is no good. Likewise, even if the "This Week In Opera" events list is given out every week, if it was initiated only so he could mention his own lectures, this too will not wash.

A staff member who has an interest in something may follow normal promotional channels to see if any other, disinterested staff members are interested in doing interviews, announcements, or giveaways. The interested party must tell the disinterested staff member that he is indeed representing the act or event in

question. The only problem here is if the interested staff member is taking extreme advantage of his or her presence on the staff to facilitate such promotions.

OBSCENITY POLICY:
WFMU staff members may not "Play or speak obscene or lewd material. DJ's are expected to audition material that may contain obscenities."

EXPLANATION: DJ's may not say on the air, or play recordings that contain the following:

- Fuck
- Shit
- Piss
- Asshole
- Any number of slang words that allude to sexual organs, such as Dick, Twat, Tit. There are plenty of others.
- Any graphic description of sexual acts, even if it contains only "proper" names (ie, penis, vagina), or euphemism.
- Any discussion of vomit, bile, pus, or other similar topics that might be deemed tastless.

A DJ who says any of these things on the air is subject to immediate permanent suspension. A DJ who knowingly plays a recording containing any of these will suspended for four weeks for the first offense, and suspended permanently for the second offense.

EXCEPTIONS: Euphemism, if subtle, is permissible. If you are unsure if a piece is acceptable, or you feel that any of the aforementioned items are intrinsic to a piece of art, ask the Station Manager about it. It may be acceptable to play following a disclaimer. Bear in mind that stations have been fined for obscenity despite "disclaimers".